



Dryden Flight Research Center  
Edwards, California 93523

**DCP-S-104, Revision B**  
**Expires January 1, 2016**

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# **Dryden Centerwide Procedure**

## **Code S**

# **Environmental Management System National Environmental Policy Act (NEPA) Program Management**

Electronically approved by  
Assistant Director for Management Systems

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## 1.0 PURPOSE OF DOCUMENT

This document describes how Dryden Flight Research Center (DFRC) personnel will manage the National Environmental Policy Act (NEPA) program as part of the DFRC Environmental Management System (EMS).

## 2.0 PROCEDURE SCOPE & APPLICABILITY

**Scope:** This procedure applies to the management of the NEPA program.

**Applicability:** This procedure applies to DFRC personnel who have responsibility for performing or funding activities that may impact human health or the environment. Examples of such activities include the following:

- Flight research projects
- Facility construction, modification, and maintenance projects
- Other activities with potential environmental impacts (e.g., grants)

## 3.0 PROCEDURE OBJECTIVES, TARGETS, METRICS, & TREND ANALYSIS

**Objective:** Complete NEPA within 10 days.

**Target:** 100% of NEPA are completed within 10 days.

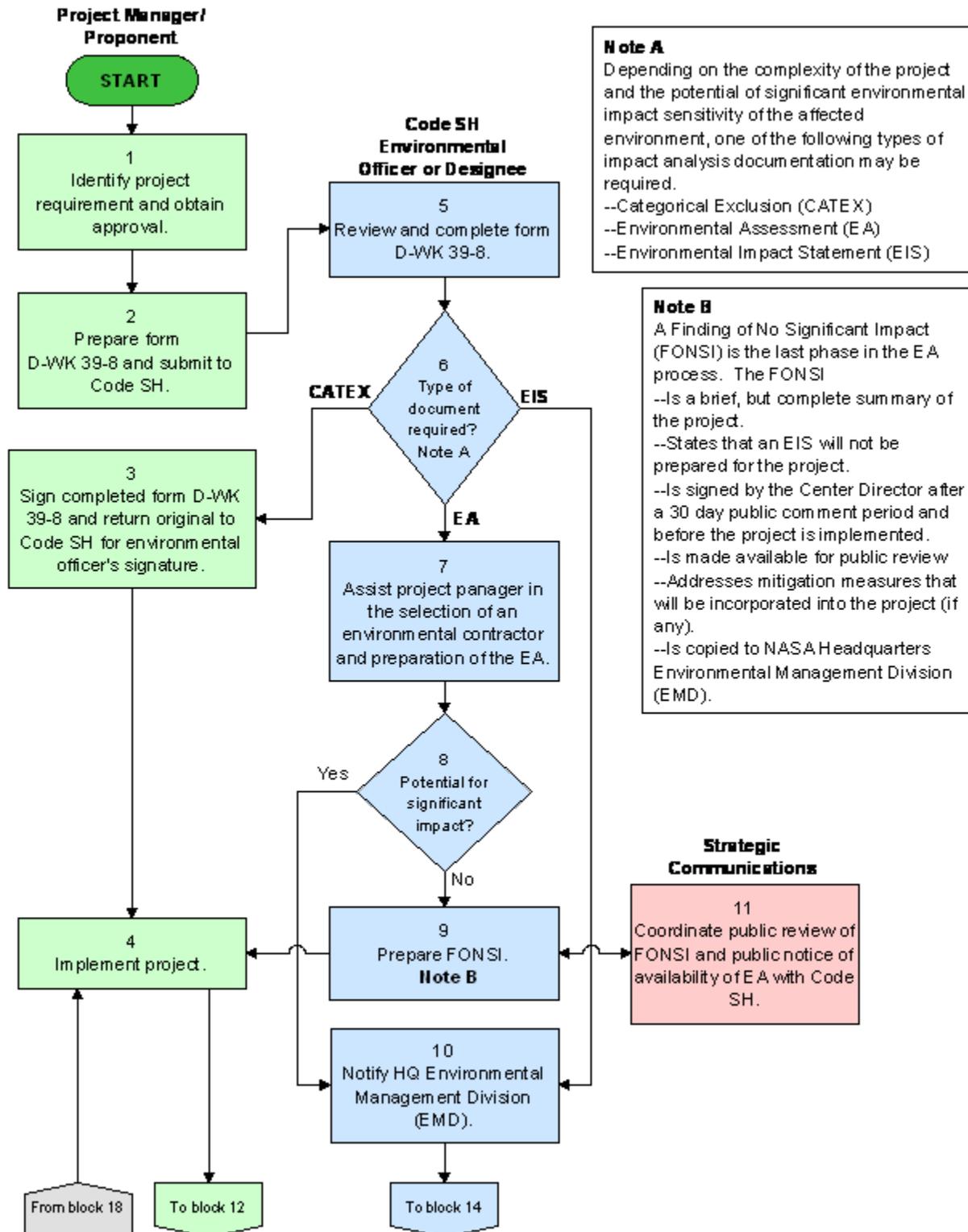
**Metric:** Percentage of times a NEPA is not completed within 10 days.

**Trend analysis:** Metrics will be analyzed to determine whether procedural objectives have been met.

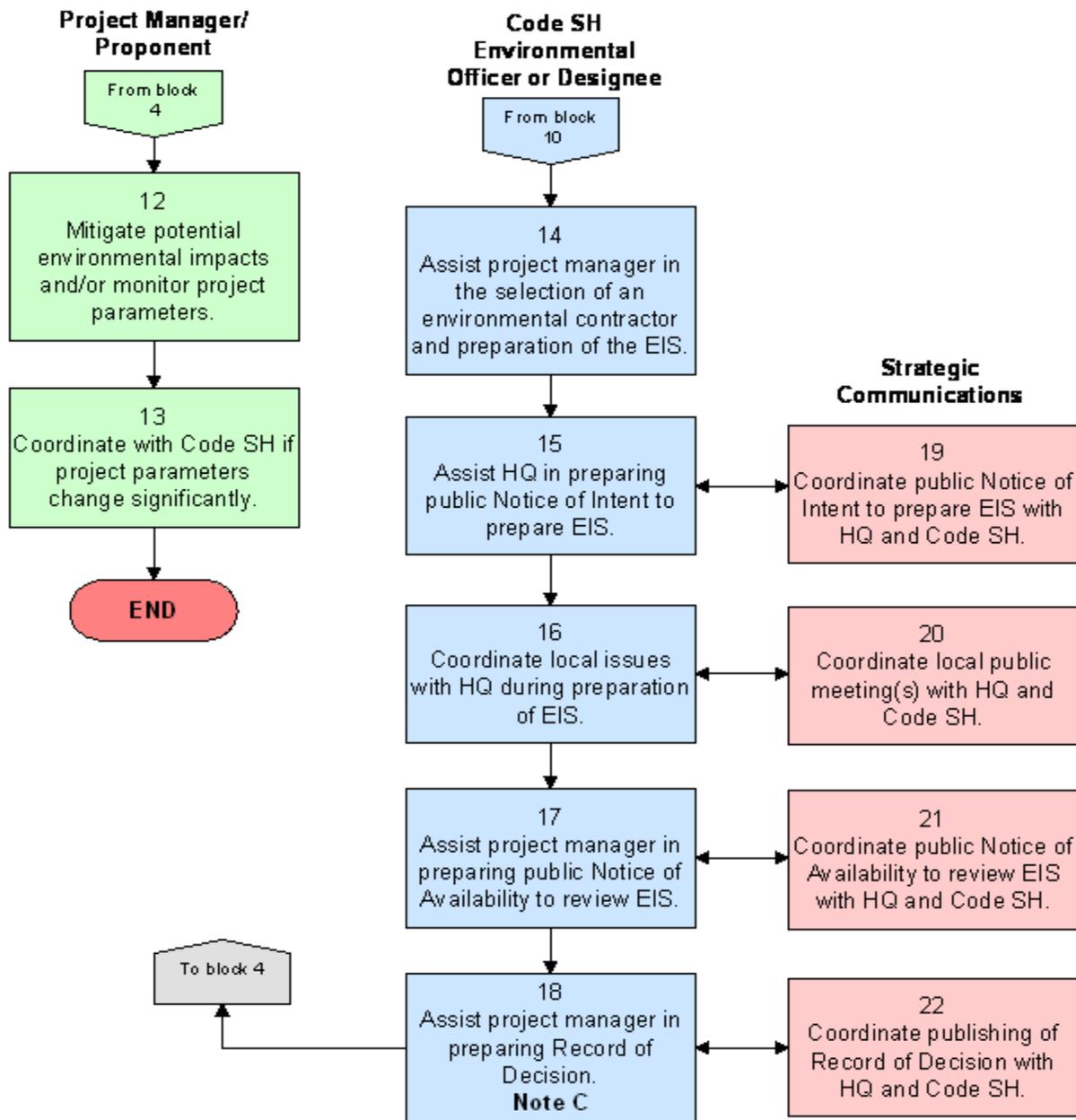
## 4.0 WAIVER AUTHORITY

This procedure may not be waived.

## 5.0 NEPA PROCESS FLOWCHART



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**Note C**  
 A Record of Decision (ROD) is the last phase in the EIS process. The ROD  
 --Is a brief, but complete summary of the project.  
 --Describes how environmental considerations, and the EIS itself, entered into the selection of the preferred project alternative.  
 --Is signed by the associate administrator for the sponsoring programs after a 45 day public comment period and before the project is implemented.  
 --Addresses mitigation measures that will be incorporated into the project.

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## 6.0 RESPONSIBILITIES

### 6.1 Safety, Health, & Environmental Office, Code SH

#### A. Operational Control

- 1) Review form [D-WK 39-8](#), Request for Environmental Impact Analysis, for proposed actions and/or projects submitted to Code SH to determine potential environmental impacts, regulatory requirements, and the appropriate level of NEPA documentation (e.g., Categorical Exclusion (CATEX), Environmental Assessment (EA), and Environmental Impact Statement (EIS).
- 2) Assist project managers or other Centers in the preparation of NEPA documentation for Federal actions that will occur or partially occur at DFRC or the AFFTC.
- 3) Coordinate review and approval of NEPA documentation with appropriate DFRC persons and organizations (e.g., project managers, Strategic Communications, and Legal).
- 4) Retain the following records:
  - Records of Environmental Consideration (REC) – The completed [D-WK 39-8](#) serves as the REC.
  - DFRC environmental assessments and environmental impact statements.
  - Project administrative records (with the appropriate NEPA documentation (e.g., CATEX, EA, EIS, Notice of Intent (NOI), Notice of Availability (NOA), Finding of No Significant Impact (FONSI), and Record of Decision (ROD)).
  - A. NASA's "NEPA for Managers" training attendance sheets.
  - B. External regulatory inspections and associated findings of noncompliance.
  - C. Maintain the NEPA section of the NASA Environmental Tracking System database

#### B. Communication

- 1) Coordinate NEPA management issues within DFRC and serve as point of contact with external agencies and organizations, including the following:
  - a) US Environmental Protection Agency (US EPA)
  - b) Council on Environmental Quality (CEQ)

- c) NASA Headquarters (HQ) Environmental Management Division (NASA/EMD)
  - d) Air Force Flight Test Center, Environmental Management (AFFTC/EM)
    - Submit copies of all NEPA documents
    - Notify of new EA or EIS and determine if AF wishes to become a cooperating agency
  - e) e) Other Federal or Tribal agencies that may have interests in DFRC NEPA actions – notify and offer cooperating agency status
- 2) Coordinate with Project Managers, Strategic Communications, and NASA/EMD, as necessary, to provide public notice of the following intended actions:
- a) NOI to prepare an EIS
  - b) NOI to conduct public meetings to identify local issues for the preparation of an EIS
  - c) NOA to review an EA
  - d) NOA to review a FONSI
  - e) NOA to review an EIS
  - f) NOA to review a ROD
- C. Documentation and Document Control
- 1) Maintain the DFRC Environmental Resources Document (ERD) and update every 5 years.
  - 2) Maintain the DFRC Environmental Justice Implementation Plan (EJIP) and update every 5 years.
- D. Training
- 1) Conduct or coordinate NASA's "NEPA for Managers" course.
  - 2) Participate in AFFTC/EM or NASA HQ EMD sponsored NEPA training as slots are available

## **6.2 Project Managers & Proponents (e.g., Codes F, P)**

### **A. Operational Controls**

- 1) Initiate the NEPA process early in the project planning stages (i.e., submit form [D-WK 39-8](#) to Code SH) to avoid later project delays.

- 2) When necessary, fund the preparation of EAs and EISs by outside contractors and provide project related information for their completion.
- 3) Implement mitigation and monitoring measures as required to avoid potential environmental impacts. These actions are initiated once the REC (form D-WK 39-8), FONSI, or ROD is signed and the proposed project is implemented.
- 4) Maintain the project Administrative Record with the appropriate NEPA documentation (e.g., CATEX, EA, EIS, NOI, NOA, FONSI, ROD).

**B. Communication**

- 1) Request project NEPA from Code SH during the project planning stage using form [D-WK 39-8](#).
- 2) Coordinate with Code SH to complete any required NEPA documentation (e.g., CATEX, EA, EIS, NOI, NOA, FONSI, ROD) and identify any regulatory requirements the project will trigger.
- 3) Coordinate with Code SH to develop mitigation and monitoring measures as required to avoid potential environmental impacts.
- 4) Consult with Code SH immediately if an environmental impact mitigation measure cannot be accomplished or if additional mitigation measures are needed.
- 5) Notify Code SH if a change in project scope occurs after the NEPA documentation has been completed.
- 6) When requested, provide post-project progress reports to Code SH that summarize environmental impact mitigation efforts during the project and any deviations from mitigation plans.

**C. Documentation and Document Control – Submit the project Administrative Record to Code SH upon completion of project.**

**D. Training**

- 1) Complete NASA's "NEPA for Managers" course (recommended: every four years)

**6.3 Public Affairs, Code T**

**A. Operational Controls**

- 1) Review NEPA documentation (e.g., EA, EIS, FONSI, RODs), as necessary.
- 2) Make NEPA documents available to interested public parties.

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- 3) Assist in the demonstration of DFRC's commitment to environmental justice (See EJIP, Section 7.0).
- 4) Retain a record of public articles and notices related to proposed actions.

**B. Communication**

- 1) Coordinate with Project Managers, Code SH, and NASA HQ EMD, as necessary, to provide public notice of the following intended actions:
  - a) NOI to prepare an EIS
  - b) NOI to conduct public meetings to identify local issues for the preparation of an EIS
  - c) NOA to review an EA
  - d) NOA to review a FONSI
  - e) NOA to review an EIS
  - f) NOA to review a ROD
- 2) Coordinate EIS public meetings, as necessary.

**C. Documentation/Document Control – None identified.**

**D. Training**

- 1) Complete NASA's "NEPA for Managers" course (recommended every four years).

## **7.0 MANAGEMENT RECORDS & RECORDS RETENTION**

Reference the Code S Records Log (form [DFRC 89-1](#)) for retention requirements for the following management records associated with this procedure.

- D-WK 39-8, Request for Environmental Impact Analysis
- DFRC Environmental Assessments and Environmental Impact Statements
- Project Administrative Record (with the appropriate NEPA documentation e.g., CATEX, EA, EIS, NOI, NOA, FONSI, ROD)
- Public articles and notices related to proposed actions
- NASA's "NEPA for Managers" training attendance sheets
- External regulatory inspections and associated findings of non compliance

Records are preserved, maintained, and disposed of in accordance with NPR 1441.1, NASA Records Retention Schedules, and DFRC records management procedures.

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Destruction of any records, regardless of format, without an approved schedule is a violation of Federal law.

## 8.0 RELEVANT DOCUMENTS

### 8.1 Authority Documents

40 CFR 1500-1508	National Environmental Policy Act
NPD 8500.1	NASA Environmental Management
NPR 8553.1	NASA Environmental Management System
NPR 8580.1	NASA Procedural Requirements for Implementing the National Environmental Policy Act and Executive Order 12114

### 8.2 Reference Documents

NASA Dryden Flight Research Center Environmental Justice Implementation Plan

### 8.3 Informational Documents

CEQ, Considering Cumulative Effects, Government Printing Office, (Available through CEQ and US EPA websites).  
NASA Dryden Flight Research Center Environmental Resource Document

### 8.4 Forms

[D-WK 39-8](#) Request for Environmental Impact Analysis

## 9.0 ACRONYMS & DEFINITIONS

### 9.1 Acronyms

AFMTC/EM	Air Force Flight Test Center, Environmental Management
CATEX	Categorical Exclusion
CEQ	Council on Environmental Quality
EA	Environmental Assessment
EIS	Environmental Impact Statement
EJIP	Environmental Justice Implementation Plan
EMD	Environmental Management Division

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EO	Executive Order
ERD	Environmental Resources Document
FONSI	Finding of No Significant Impact
HQ/EMD	NASA Headquarters/Environmental Management Division
NEPA	National Environmental Policy Act
NOA	Notice of Availability
NOI	Notice of Intent
REC	Record of Environmental Consideration
ROD	Record of Decision
US EPA	United States Environmental Protection Agency

## 9.2 Definitions

Administrative Record	A compilation of project documentation (e.g., CATEX, EA, EIS, NOI, NOA, FONSI, ROD), prepared according to NEPA requirements, that demonstrates the process for determining and implementing the preferred action/project alternative.
Categorical Exclusion	A project that does not individually or cumulatively have a significant effect on the environment, and, therefore, does not require the preparation of an Environmental Assessment or an Environmental Impact Statement.
Environmental Assessment	A public document, prepared by a Federal agency during a project planning phase that briefly describes a proposed action, its alternatives, and the potential environmental impacts. The Environmental Assessment is prepared for actions that do not have the potential for causing significant impact to the environment.
Environmental Impact Statement	A public document, prepared by a Federal agency during a project planning phase, that describes in detail a proposed action, its alternatives, and the potential environmental impacts. The Environmental Impact Statement is prepared for actions that have the potential for causing significant impact to the environment.
Environmental Resources Document	A document that contains a detailed description of the natural resources located within the DFRC lease area.

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Finding of No Significant Impact	A document, prepared upon the completion of an Environmental Assessment, that briefly describes why an action/project will not have a significant effect on the environment; therefore an EIS will not be prepared.
Notice of Availability	A public notice (typically printed in a local newspaper or the Federal Register) of the availability to review and comment on a NEPA document.
Notice of Intent	A public notice that an EIS will be prepared that briefly lists the proposed action and possible alternatives, a schedule of meetings to obtain input from the public, and a NASA point of contact.
Record of Decision	A document prepared in association with an EIS that describes how environmental considerations entered into the selection of the preferred project alternative.
Record of Environmental Consideration	A document that briefly describes a planned project, its potential environmental impacts, and the required level of NEPA documentation. When completed, form <a href="#">D-WK 39-8</a> (Request for Environmental Impact Analysis) serves as the REC for Dryden projects.

## **Attachment A – Related Internet Website Links**

CEQ, Forty most frequently asked NEPA questions

[ceq.hss.doe.gov/nepa/regs/40/40p3.htm](http://ceq.hss.doe.gov/nepa/regs/40/40p3.htm)

CEQ, Considering Cumulative Effects Under the National Environmental Policy Act

[ceq.hss.doe.gov/nepa/ccenepa/ccenepa.htm](http://ceq.hss.doe.gov/nepa/ccenepa/ccenepa.htm)

CEQ, NEPA information for regulations, statistics, sample EIS, and training

<http://ceq.hss.doe.gov/nepa/nepanet.htm>

NASA's NEPA Review Process

<http://oim.hq.nasa.gov/oia/emd/ep.html>

US Census Bureau LandView IV

<http://www.census.gov/geo/landview/lv4page.html>

US EPA Region IX Environmental Justice Program Home Page

[http://www.epa.gov/region09/cross\\_pr/ej/index.html](http://www.epa.gov/region09/cross_pr/ej/index.html)

**Document History Log**  
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This page is for informational purposes and does not have to be retained with the document.

<b>Status Change</b>	<b>Document Revision</b>	<b>Effective Date</b>	<b>Page</b>	<b>Description of Change</b>
Baseline		08-09-05		
Admin Change	Baseline-1	01-15-08		<ul style="list-style-type: none"> <li>• Page 4: Updated Section 4.0, Relevant Documents</li> <li>• Page 12: Updated form number</li> <li>• Page 15: Updated URL</li> <li>• Added expiration date</li> </ul>
Admin Change	Baseline-2	06-30-08	All	<ul style="list-style-type: none"> <li>• Corrected inaccurate form numbers</li> <li>• Updated name/acronym of former PACE office to Strategic Communications</li> </ul>
Revision	A	08-06-10		<ul style="list-style-type: none"> <li>• Extended expiration date by 6 months.</li> </ul>
Revision	B	01-01-11	All	<ul style="list-style-type: none"> <li>• Updated format to current template and completed template sections</li> <li>• Changed document title from "Environmental Management System Environmental Impact Analysis Management".</li> <li>• Page 3 : Updated Sections 2.0 and 3.0</li> <li>• Page 13: Updated URLs</li> <li>• Rebuilt flowchart to reflect current process</li> </ul>

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